# Blackboard (9.1) Basics

## Logging In

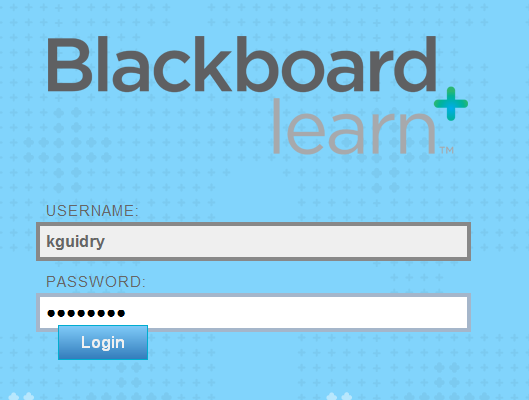
The URL for the Jefferson Davis Blackboard is: <http://blackboard.jeffersondavis.org/>

If you can’t remember the URL or you don’t have it bookmarked, you can find a link to the Blackboard on the School Board’s website.



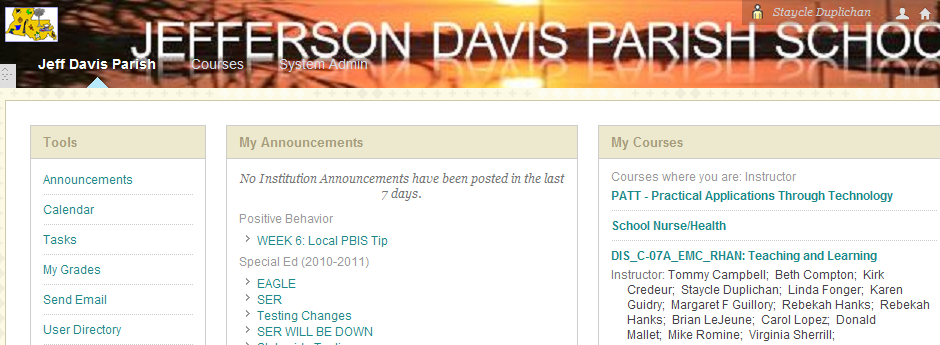
Here you will be asked to enter your username and password.

The uniform format of the user login name is first initial and then last name. (Ex- kguidry) New accounts all begin with the same password (password). Once you have logged in, you can then change your password to a unique one. Just be sure you have your new password recorded somewhere in case you forget it.



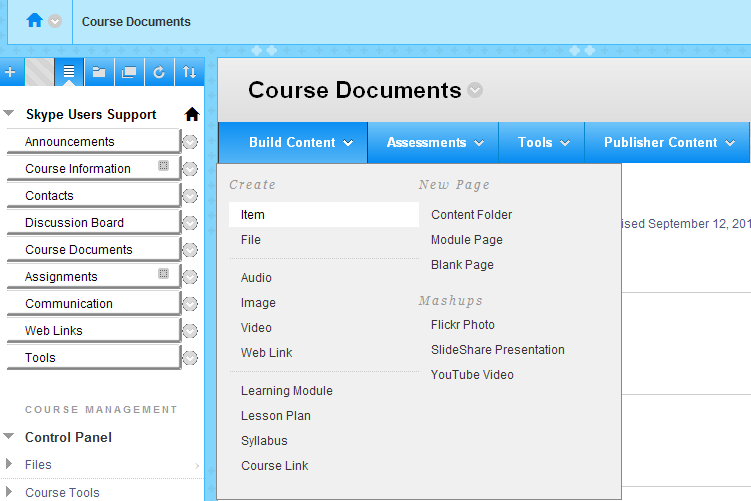
The initial screen that you will see once you are logged in on Blackboard will be your home page.

My Courses menu: click on any of the courses that are listed on your page to enter that course.

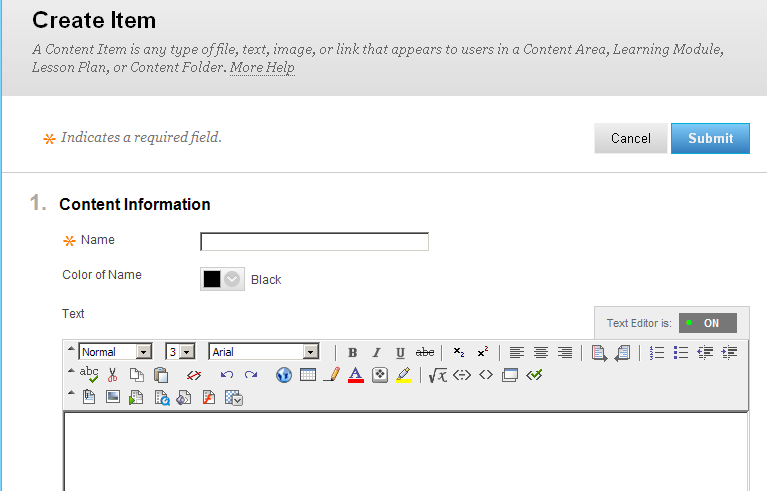


1. **Adding files and documents to your course:**

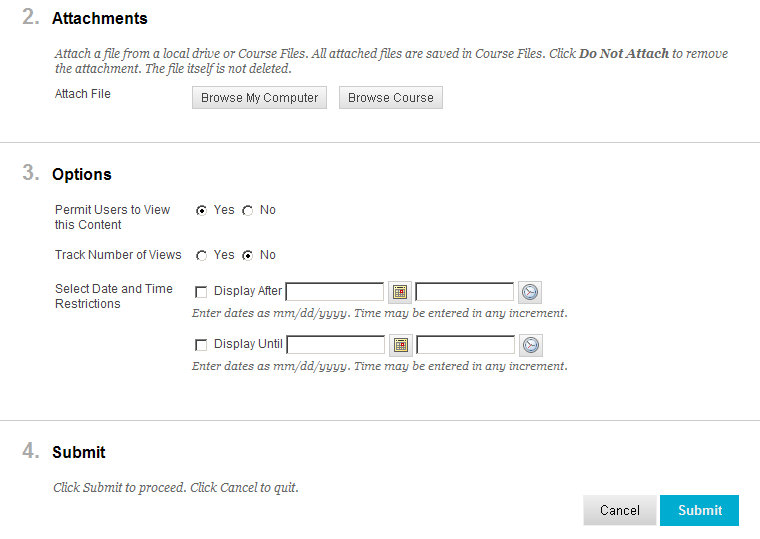
Choose Course Documents from the Course Menu (left side) and then click Build Content and item.



Enter a name for the content in the Name box. Enter text in the Text box to describe the document.

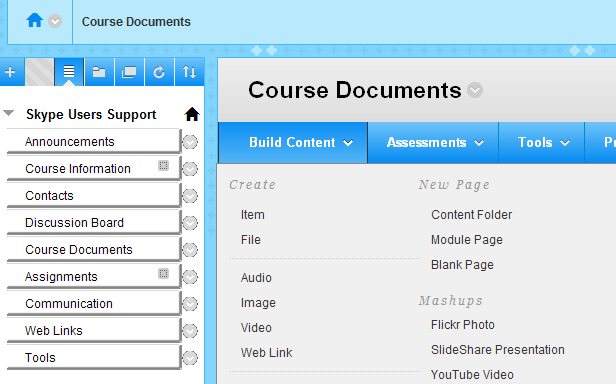
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To attach a file, click Browse My Computer button next to the Attach file box. Locate and select the file you want to attach and click Open button. Enter or select additional file options in the Content section. Click Submit.

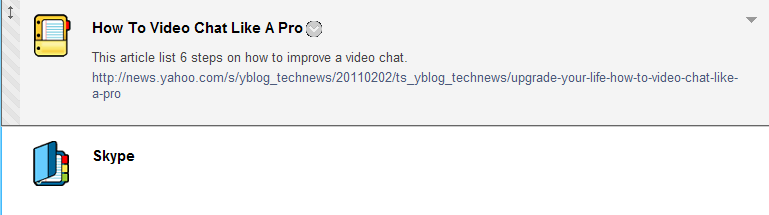


If you have several documents that are related, you may want to put them all in a folder in the documents area. To make a folder, while you are still in Course Documents, simply click on Build Content and Content Folder.

Enter a name for the folder in the Name box. Enter and format text in the Text box to give a description of the items in that folder. Click Submit.



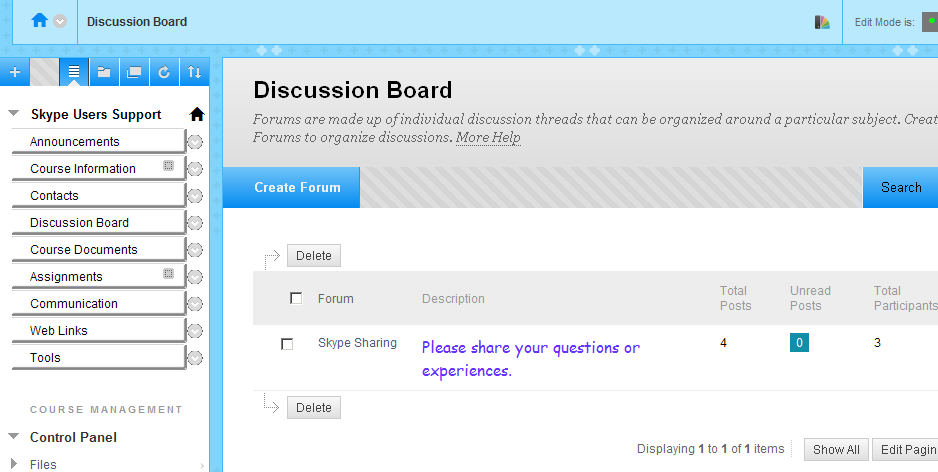
To place files in the folder, drag the item to the folder.



# Discussion Board

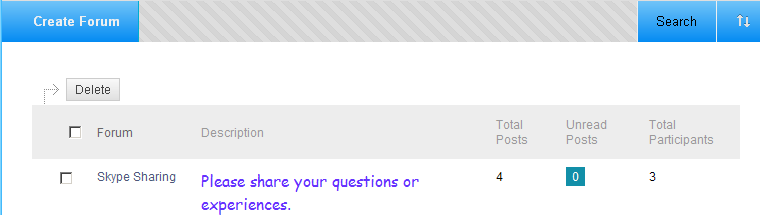
**Creating a Forum**

1. In the **Course Menu** section of your course, click **Discussion Board**.
2. Click **Create Forum**.
3. Enter a name for the forum in the **Name** Box. Enter text for the forum in the **Description Box.**
4. Select options in the **Forum Availability and Forum Settings.**
5. Click the **Submit** button.

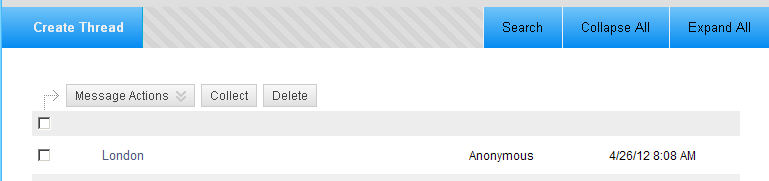


**Creating a Discussion Thread**

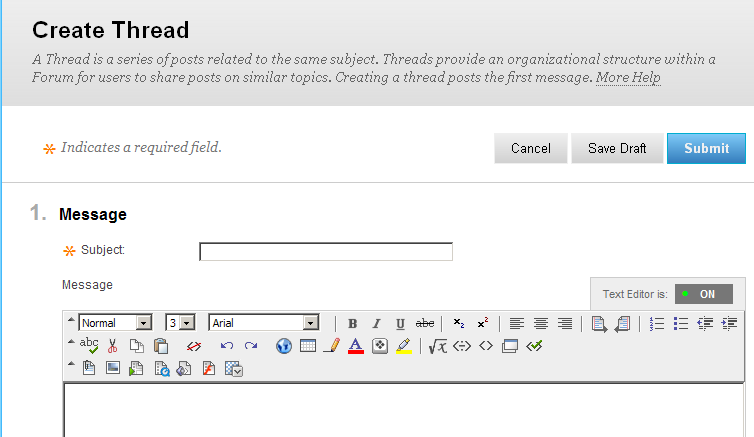
1. In the **Discussion Board**, click the forum name to access the forum.



1. Click Create **Thread**.



1. Enter a subject in the **Subject** box. Enter thread text in the **Message** box.



1. Click the **Submit** button.